

Electrical Business Machines Survey
for House Appropriations Committee

Machine Division
OCD
CIA

Washington, D. C.
Identification: [REDACTED]
Operations CIA

25X1A

Units of Equipment - Rented or Owned - June 30, 1953

Trade Name:	Description:	No. of Units:	Percent of Utilization FY 1953	Annual Rental:	Purchase Price	
					Under 3 Years of Age:	Over 3 Years of Age:
IBM	Punch	25	59	10,020.		
IBM	Verifier	13	66	7,020.		
IBM	Collator	9	68	13,410.		
IBM	Sorter	11	77	7,920.		
IBM	Statistical Mch.	1	54	3,060.		
IBM	Tabulator	4	70	32,160.		
IBM	Reproducer	3	57	3,840.		
IBM	Gang Punch	1	31	900.		
IBM	Interpreter	3	50	2,700.		
ax Card	Electronic Scanner	6				138,000.
ax Card	Electronic Receiver	12				
Total		88		81,030.		138,000.

*See narrative section Management Control for explanation of notes.

Operating Data 1953 Fiscal Year

Analysis of Contract Services:		Man Years	Amount
		Operating Personnel	46.7
Supporting Personnel	27.8	103,561	
Other Personnel	10.2	52,591	
Total	84.7	308,097	
Machine rental	xxx	73,670	
Card and paper supplied	xxx	45,685	
Contract services	xxx	--	
Total		119,355	

Planned Expansion in FY 1954:

	Man Years	Amount
Operating Personnel	11.3	41,161
Supporting Personnel	9.2	41,209
Other Personnel	.8	4,108
Total	21.3	86,478

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Planned Equipment Expansion in FY 1954:

<u>Additional</u>			<u>Discontinuances</u>	
IBM	4 Collators	4,980.	2 Collators	4,740.
IBM	1 Sorter	720.	2 Reproducers	2,640.
IBM	1 Statistical Machine	6,780.	1 Gang Punch	900.
IBM	3 Reproducers	3,060.		8,280.
		15,540.		

Net Increase \$7,260.

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Functions Performed

This installation provides indexing support to the Biographic, Industrial, and Graphics Registers of OCD, and the CIA Library. Specifically, its functions are:

1. To index, store, and provide biographic information on foreign, scientific, and technical personalities.
2. To index, store, and supply periodically and on request information on industrial installations throughout the world.
3. To index, store and supply, periodically and upon request, information relative to the spot photography; personality photography and the motion picture film holdings of the Graphics Register.
4. To index, store, and supply information on the intelligence document holdings of the CIA Library.

All of the information indexed and stored by this installation is accomplished by punched cards and a portion of the information is supplied through the use of standard IBM equipment; however, a large volume of the information is supplied on intellofax tapes which are prepared on Faxcard Scanners and Faxcard Recorders which employ cathode ray scanning techniques in transferring data from the index cards to the Intellofax tapes.

Other functions of the installation include the preparation of listings of index cards arranged in various ways to be used by analytical personnel in their day to day activities, preparation of offset printing plates from which a large portion of OCD publications are printed.

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Machine Division, OCD

A. Special Factors

This installation was set up with several special factors in mind: (a) Security, by consolidating all OCD punched card functions in one installation it was possible to store all cards containing references to classified material in one secure area. (b) Work Schedules and Peak Period Operations, since it is impossible to ascertain when any division of OCD will be called upon to furnish information on a crash basis, all equipment is arranged in such a manner so as to make it available to all divisions at all times. (c) Uniqueness of Operations, the idea of indexing intelligence material is in itself unique and furthermore the various methods such as printing information in clear text on the punched card, and the transfer of this information to paper tapes by Facsimile Scanners is not carried on by any other machine installation now in existence. (d) Physical Location, since OCD's information furnishing facilities depend to a great degree on the several punched card indexes, it is imperative that the machine installation be located as close to the other components of OCD as possible, also the source material for the punched cards is prepared by OCD analytical personnel so the problem of transportation of this bulky material is avoided.

To summarize, this installation is set up in the best possible way to serve the substantive intelligence needs of the agency and is located in the area where most of the research activity is carried on.

B. Management Controls

Authority to undertake new jobs or discontinue old ones originates with the Assistant Director for OCD or the several division chiefs.

There is little or no standardization of procedures because the variety of source material handled and the different types of end products required.

Machine usage is recorded on forms which are placed on each machine, the operating personnel indicates time used by project. The forms are collected daily and the usage is punched and the cards accumulated, and monthly reports are prepared showing usage by project and machine. It is felt that the percentages shown in Exhibit A are from 8 to 15 per cent low because of the failure of operating personnel to record all usage; this statement is based on percentages which have been compiled for the first two months of FY 54 when the operators were more closely checked.

With regard to the notes shown on Exhibit A: (1) The percentages shown for punches and verifiers are low because of the difficulty in recruiting personnel and the time involved in procuring equipment. The policy has been to procure the machines and have them available as personnel come on duty.

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Machine Division, OCD

(2) The type 101 Statistical Machine was installed for only two months of FY 53; however, because of the versatility of this machine and increased work loads in information searching, it is felt that we will be able to utilize two of these machines an estimated 75 per cent of the time.

As to standby equipment, the only machines that can be considered standby are the punches and verifiers discussed above.

A constant check on machine utilization is maintained through the analysis of the use figures contained in the monthly reports.

Regarding production standards, the only function where adequate standards can be maintained is in the key punch and verifying operation. These standards are used as a basis for personnel evaluation reports, periodic pay increases, and promotions. All equipment discontinued from January 1 to June 30, 1953 was replaced by newer, more modern equipment.

C. Agency Evaluation

The approach taken in the set up of this installation was based on a need for having a central installation which could deal with substantive intelligence matters exclusively. The plan has worked to the satisfaction of all of the divisions and registers of OCD because the machinery is arranged in such a manner so as to afford extreme flexibility of operation and utilization.

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